NOTE

This booklet contains information of a general nature about the United Nations Headquarters and is applicable throughout the year. Any supplementary information needed for the General Assembly, including seating arrangements for the forty-eighth session, will be issued separately.

Changes to the booklet should be addressed to the Office of General Assembly and Security Council Affairs, room S-3670, ext. 32337.

ST/CS/43
September 1993

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I. INTRODUCTORY INFORMATION

The United Nations Headquarters occupies an 18-acre tract of land on Manhattan Island. The site is bounded on the south by 42nd Street, on the north by 48th Street, on the west by what was formerly a part of First Avenue and is known now as United Nations Plaza, and on the east by the East River and Franklin D. Roosevelt Drive. The site is owned by the United Nations and is international territory.

The five main structures, all interconnected, comprising the Headquarters are the General Assembly building, which contains, besides the plenary hall, a large conference room and four medium-sized meeting rooms; the long, low Conference building parallel to the river, which contains council chambers, conference rooms, lounges and restaurants; the 39-storey skyscraper office building, which houses the Secretariat; the Library building; and the staff cafeteria building. The General Assembly Hall and the council chambers are on the second floor level while all the other conference rooms in both buildings are on the concourse level. All conference rooms, council chambers and the plenary hall may be reached from the delegates' entrance in the General Assembly building.

ENTRANCE

In order to enter and to park at Headquarters, delegation cars must have United Nations diplomatic licence plates ("D" plates) plus a special identification decal (yellow) for the forty-eighth session of the General Assembly. (For information on obtaining parking decals, please see page 54.)

GROUNDS PASSES AND ADMISSION TO MEETINGS

Members of delegations are issued United Nations grounds passes by the Protocol and Liaison Service (see pages 6 and 8). In the interest of overall security and for the convenience of members of delegations, grounds passes should be displayed visibly upon entering and at all times while on the premises. If members of permanent missions wish to

obtain tickets for admission to the General Assembly Hall for persons who do not possess grounds passes, they should apply for them through the Protocol and Liaison Service.

Except for Heads of State or Government, and their deputies, who are provided with special VIP passes without photographs, dignitaries such as Ministers for Foreign Affairs, other Cabinet Ministers and their deputies will be issued VIP passes upon submitting two passport-size photographs to the Protocol and Liaison Service in advance. Upon request, a spouse will be issued the same type of pass as the dignitary.

The Protocol and Liaison Service is also in charge of the issuance of grounds passes to representatives of United Nations specialized agencies and intergovernmental organizations, and to petitioners.

Written press, film, television, photo, radio and other media correspondents are accredited by the Media Accreditation and Liaison Unit of the Media Division, Department of Public Information (room S-0250, ext. 36934, 36936 and 36937), where tickets entitling them to attend open meetings may also be obtained.

Designated representatives of non-governmental organizations in consultative status with the Economic and Social Council are issued grounds passes through the Non-Governmental Organizations Unit of the Department for Policy Coordination and Sustainable Development (room DC2-2340, ext. 34843 and 34846).

Designated representatives of non-governmental organizations accredited to the Department of Public Information are issued grounds passes on an annual basis through the Institutional Relations and Non-Governmental Organizations Section of the Promotion and External Relations Division of the Department of Public Information (room U-103, 801 United Nations Plaza, ext. 37234).

Members of the general public may apply for tickets of admission to open meetings at the visitors' desk in the public lobby, at the north end of the General Assembly building.

SECURITY

The United Nations Security and Safety Service operates during normal working hours from room C-107 (ext. 37526 and 37527), located on the main level of the Conference building; and thereafter from room C-113 (ext. 36666). In addition to providing security and safety on a 24-hour basis at Headquarters, it will:

(a) Issue grounds passes, which members of delegations may obtain in room GA-100, Delegates Entrance, from 9 a.m. to 1 p.m. and from 2 p.m. to 5.30 p.m. during the General Assembly period and from 9 a.m. to 1 p.m. and from 2 p.m. to 5 p.m. for the remainder of the year, after being accredited by the Protocol and Liaison Service;

(b) Receive official telephone calls, telegrams and cables requiring follow-up action after normal working hours;

(c) Assist in locating and notifying the Organization's senior officials in an emergency;

(d) Liaise with local authorities whenever outside emergency assistance (e.g. ambulance, medical, police) is required;

(e) Handle lost and found property. During office hours, lost property should be handed over to or claimed from the Pass and Identification Unit (GA-100, ext. 37533). At all other hours this service is provided by the Control Centre (C-113, ext. 36666).

Missing grounds passes should be reported without delay to the Special Services Unit.

Delegates are reminded not to leave brief-cases or any valuable items unattended in conference rooms.

INFORMATION (TELEPHONES AND DESK LOCATIONS)

The Information Unit (ext. 37113) will advise on:

(a) The location and telephone numbers of delegations;

(b) The office or official to be contacted for technical queries;

(c) The location and telephone extensions of services, information media and United Nations clubs.

For information concerning the location and telephone numbers of Secretariat members, dial "0". (For further information regarding the telephone system of various offices in the United Nations, please see page 51.)

Information desks

General Assembly building:

Public lobby (ext. 37758)

Secretariat building:

Secretariat lobby (ext. 37221)

UNDC 1 building:

Office lobby (ext. 38998)

UNDC 2 building:

Office lobby (ext. 34989)

UNDC 3 building:

Office lobby (326-7524)

Bulletin boards displaying the programme of meetings are located on the first floor of the General Assembly building just inside the delegates' entrance and on the concourse level between the General Assembly building and the Conference building.

MEDICAL SERVICE

The Medical Service, located in the Secretariat building (room S-0557, ext. 37090), is available for emergency and first-aid treatment to delegates and members of the Permanent Missions who have a valid United Nations grounds pass. The Medical Service is normally open daily from 9 a.m. to 5 p.m. except Saturdays, Sundays and holidays. During sessions of the General Assembly, it will be open from 9 a.m. to 11 p.m. on weekdays and from 11 a.m. to 7 p.m. on Saturdays. A medical unit with a nurse is also available in the UNDC 1 building (room DC1-1190, ext. 38990) during working hours. In the event of emergencies occurring at times when the Medical Service is closed, the Security Service could be contacted (ext. 36666) for assistance in obtaining the name and location of the nearest hospital emergency room and the name of an ambulance service, if necessary.

FACILITIES FOR THE HANDICAPPED

A number of design changes have been made to facilitate access to Headquarters by disabled persons and to improve their mobility within the building.

PROTOCOL AND LIAISON SERVICE

The main functions of the Protocol and Liaison Service, located on the second floor of the Secretariat building, near the low-rise elevator bank (room S-0201, ext. 37172), are as follows:

(a) To register members of delegations attending United Nations meetings in New York. For that purpose permanent and observer missions are required to submit to the Protocol Office completed SG.6 forms, together with a covering letter signed by the Head of Chancery or Administrative Officer, at least one day in advance of the meeting in question. Applications for grounds passes, prepared by the Protocol and Liaison Service upon receipt of SG.6 forms and the covering letter, must be presented in

person in order to obtain the pass from the Pass Office, located at the delegates' entrance (room GA-100, ext. 37533 or 37534). Sessions of the General Assembly are the only exception to this policy. A list of the complete delegation should be sent to the Protocol and Liaison Service as soon as possible before the session of the General Assembly begins;

(b) To publish provisional lists of delegations attending regular sessions of the General Assembly;

(c) To advise delegations on matters of protocol and diplomatic etiquette;

(d) To ensure protocol coverage of all the official ceremonies and social events at Headquarters (official visits, presentation of credentials, admission of new Member States, etc.);

(e) To maintain a calendar of official functions in order to assist delegations in coordinating their schedule of social events;

(f) To approve applications for identification decals for rented vehicles.

	Ext.	Room
Assistant Secretary-General, Chief of Protocol:		
Mr. Aly I. Teymour	37171	S-0201A
I. Assistant Chief of Protocol:		
Mr. Igor L. Novichenko	37177	S-0201B

Armenia	Libyan Arab Jamahiriya	Sri Lanka
Azerbaijan	Liechtenstein	Tajikistan
Belarus	Mali	The former Yugoslav Republic of Macedonia
Bulgaria	Marshall Islands	Trinidad and Tobago
Czech Republic	Monaco	Tunisia
Democratic People's Republic of Korea	Mongolia	Turkey
Eritrea	Morocco	Turkmenistan
Ethiopia	New Zealand	Uganda
Ghana	Poland	Ukraine
Hungary	Republic of Moldova	Uzbekistan
Indonesia	Romania	Viet Nam
Iran (Islamic Republic of)	Russian Federation	Yemen
Iraq	San Marino	Yugoslavia
Kazakhstan	Slovakia	Zambia
Kyrgyzstan	Slovenia	
Lao People's Democratic Republic	South Africa	

Observers:

Agency for Cultural and Technical Cooperation
Asian-African Legal Consultative Committee

II. Protocol and Liaison Officers:

	Ext.	Room
A. Mrs. Almudena Miranda	37178	S-0201C

Albania	Ecuador	Paraguay
Andorra	El Salvador	Peru
Argentina	Equatorial Guinea	Philippines
Barbados	Estonia	Saint Vincent and the Grenadines
Bolivia	Guatemala	
Chile	Haiti	Samoa
China	Latvia	Spain
Colombia	Mexico	Suriname
Costa Rica	Nicaragua	Togo
Cuba	Pakistan	Venezuela
Dominica	Panama	
Dominican Republic		

Observers:

Switzerland
African, Caribbean and Pacific Group of States
Agency for the Prohibition of Nuclear Weapons in Latin America and the Caribbean
Caribbean Community
Council of Europe
European Economic Community
Latin American Economic System
Organization of American States

	Ext.	Room
B. Mr. Paulose T. Peter	37179	S-0201E

Afghanistan
Australia
Austria
Bahamas
Bangladesh
Bhutan
Côte d'Ivoire
Djibouti
Finland
Georgia
Germany
Greece
Guinea
India
Israel
Italy
Jamaica
Japan
Lesotho
Malaysia
Mauritius
Micronesia
Myanmar
Nepal
Netherlands
Nigeria
Qatar
Republic of Korea
Sierra Leone
Singapore
Swaziland
Sweden
Thailand
United Arab Emirates
United Kingdom of Great Britain and Northern Ireland
United Republic of Tanzania
Zimbabwe

Observers:

Holy See
International Committee of the Red Cross
League of Arab States
Organization of the Islamic Conference

	Ext.	Room
C. Ms. Elizabeth Cabal	35941	S-0201H

Angola
Antigua and Barbuda
Bahrain
Brazil
Cape Verde
Denmark
Gambia
Grenada
Guinea-Bissau
Guyana
Honduras
Jordan
Kenya
Kuwait
Lebanon
Malawi
Malta
Mozambique
Norway
Oman
Portugal
Saint Kitts and Nevis
Saint Lucia
Sao Tome and Principe
Saudi Arabia
Seychelles
Solomon Islands
Sudan
Syrian Arab Republic
Uruguay
Vanuatu

Observers:

African Development Bank
International Organization for Migration
Organization of African Unity

	Ext.	Room
D. Ms. Michèle Fatima Alzouma	37180	S-0201G

Algeria	Chad	Luxembourg
Belgium	Comoros	Madagascar
Belize	Congo	Maldives
Benin	Croatia	Mauritania
Bosnia and Herzegovina	Cyprus	Namibia
Botswana	Egypt	Niger
Brunei Darussalam	Fiji	Papua New Guinea
Burkina Faso	France	Rwanda
Burundi	Gabon	Senegal
Cambodia	Iceland	Somalia
Cameroon	Ireland	United States of America
Canada	Liberia	Zaire
Central African Republic	Lithuania	

Observers:

Commonwealth Secretariat
Palestine

List of permanent missions to the United Nations

The Protocol and Liaison Service publishes a handbook entitled "Permanent Missions to the United Nations" (Blue Book).

Part I of that publication lists the names of personnel of permanent missions of Member States at Headquarters in the order of their diplomatic rank, of liaison officers of the United Nations specialized agencies at Headquarters, of diplomats and staff attached to permanent observer missions of non-member States at Headquarters and to permanent offices of intergovernmental and other organizations that have received a standing invitation to participate in the sessions and the work of the General Assembly.

Part II provides the composition of the principal organs of the United Nations as well as the members of other standing organs at Headquarters.

Part III enumerates, in chronological order, the national holidays of Member States and of non-member States maintaining permanent observer missions at Headquarters.

A weekly addendum reflects interim movements of diplomatic personnel.

The "Blue Book" and the addenda thereto are included in the regular documents distribution list under the symbol ST/SG/SER.A/...

CREDENTIALS

Credentials are required for representatives of States members of the General Assembly, the Security Council, the Economic and Social Council and the Trusteeship Council, in accordance with the relevant provisions of the rules of procedure of the organ concerned. For the sessions of the General Assembly, credentials of representatives issued by the Head of State or Government or by the Minister for Foreign Affairs should be submitted to the Secretary-General, if possible, not less than one week before the opening of the session, through the Secretary of the Credentials Committee, Office of Legal Affairs (room S-3420J, ext. 35356).

II. GENERAL ASSEMBLY AND MAIN COMMITTEES

Forty-eighth regular session

SECRETARIAT ARRANGEMENTS FOR THE GENERAL ASSEMBLY

The Secretary-General acts in that capacity at all meetings of the General Assembly.

General responsibilities for the work of the Secretariat in connection with the General Assembly are vested in the Under-Secretary-General for Political Affairs.

The Assistant Secretary-General for Political Affairs coordinates the work of the session and directs the Office of General Assembly and Security Council Affairs. He also assumes direct responsibility for the servicing of plenary meetings and the meetings of the General Committee.

Specific responsibility for the work of the Main Committees and other committees or organs is vested in the representatives of the Secretary-General to those committees, namely, the Under-Secretaries-General or other officials listed below under the appropriate committee. The secretaries of the Main Committees and other committees or organs of the General Assembly, who are also listed below, are provided by the appropriate departments or offices of the Secretariat.

PLENARY MEETINGS OF THE GENERAL ASSEMBLY AND MEETINGS OF THE GENERAL COMMITTEE

Under-Secretary-General for Political Affairs:

Mr. Marrack Goulding, ext. 35055, room S-3720A

Assistant Secretary-General for Political Affairs:

Mr. Benon Sevan, ext. 35767, room S-3527A

Questions relating to the work of the Assembly should be referred to the Office of General Assembly and Security Council Affairs:

	Ext.	Room
Director:		
Mr. Victor Sukhodrev	32332	S-3670A
General Assembly Secretariat Services Branch:		
Coordination, procedures and organizational matters:		
Ms. Maria D. Maldonado	32336	S-3670D
Ms. Catherine Boivin	32335	S-3670C
Miss Kiyomi Ejima	32333	S-3670B
Ms. Martha Katsuta	32337	S-3670
Arrangements for the speakers' list:		
Ms. Louise Shawa	32344/ 35063	S-3670L
Documentation planning:		
Ms. Barbara Miranda	32341	S-3670H

All those listed above only deal with matters relating to plenary meetings. While such meetings are in progress, they may be reached at ext. 35017 (with the exception of the documentation planning officer).

Questions on other matters should be referred to the appropriate offices listed below.

MAIN COMMITTEES OF THE GENERAL ASSEMBLY

	Ext.	Room
First Committee		
Under-Secretary-General for Political Affairs:		
Mr. Marrack Goulding	35055	S-3720A
Assistant Secretary-General for Political Affairs:		
Mr. Benon Sevan	35767	S-3527A
Secretary of the Committee:		
Mr. Sohrab Kheradi	35591	S-3170A
Special Political and Decolonization Committee		
Under-Secretary-General for Peace-keeping Operations:		
Mr. Kofi Annan	38079	S-3727B
Assistant Secretary-General for Peace-keeping Operations:		
Mr. S. Iqbal Riza	33446	S-3630A
Under-Secretary-General for Political Affairs:		
Mr. James O. C. Jonah	35232	S-3770A
Assistant Secretary-General for Public Information:		
Mr. Marco Vianello-Chiodo	36830	S-1027A
Commissioner-General of the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA), Vienna:		
Mr. Ilter Türkmen	32255	DC2-0550* Two UN Plaza

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* New York liaison office.

	Ext.	Room
Secretary of the Committee:		
Mr. Wilfrid R. De Souza	35429	S-3341A
Second Committee		
Under-Secretary-General for Policy Coordination and Sustainable Development:		
Mr. Nitin Desai	35958	S-3060
Under-Secretary-General for Development Support and Management Services:		
Mr. Ji Chaozhu	38362	DC1-1220 One UN Plaza
Under-Secretary-General for Economic and Social Information and Policy Analysis:		
Mr. Jean-Claude Milleron	34626	DC2-2320 Two UN Plaza
Under-Secretary-General for Humanitarian Affairs and Emergency Relief Coordinator:		
Mr. Jan Eliasson	34079	S-3627A
Executive Secretary of the Economic Commission for Europe (ECE), Geneva:		
Mr. Gerald Hinteregger	36905	S-3127A*
Executive Secretary of the Economic and Social Commission for Asia and the Pacific (ESCAP), Bangkok:		
Mr. Rafeeuddin Ahmed	36905	S-3127A*

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* New York office.

	Ext.	Room
Executive Secretary of the Economic Commission for Latin America and the Caribbean (ECLAC), Santiago: Mr. Gert Rosenthal	36905	S-3127A*
Executive Secretary of the Economic Commission for Africa (ECA), Addis Ababa: Mr. Layashi Yaker	36905	S-3127A*
Executive Secretary of the Economic and Social Commission for Western Asia (ESCWA), Baghdad: Mr. Sabah Bakjaji	36905	S-3127A*
Executive Director of the United Nations Children's Fund (UNICEF): Mr. James P. Grant	326-7028	1380 Three UN Plaza
Executive Director of the World Food Programme (WFP), Rome: Ms. Catherine Ann Bertini	38364	DC1-1027** One UN Plaza
Acting Executive Director of the United Nations Institute for Training and Research (UNITAR), Geneva: Mr. Marcel André Boisard	39504	S-2445***

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* New York office.

** New York liaison office.

*** New York liaison.

	Ext.	Room
Secretary-General of the United Nations Conference on Trade and Development (UNCTAD), Geneva:		
Mr. Kenneth Dadzie	36895	DC2-1121* Two UN Plaza
Administrator of the United Nations Development Programme (UNDP):		
Mr. James Gustave Speth	906-5791	DC1-2128 One UN Plaza
Executive Director of the United Nations Population Fund (UNFPA) and Secretary-General of the International Conference on Population and Development:		
Mrs. Nafis Sadik	297-5111	DN-1901 220 East 42nd St.
Executive Director of the United Nations Environment Programme (UNEP), Nairobi:		
Ms. Elizabeth Dowdeswell	38140	DC2-0820* Two UN Plaza
Rector of the United Nations University (UNU), Tokyo:		
Mr. Heitor Gurgulino de Souza	36337	DC2-1470* Two UN Plaza
Officer-in-charge of the World Food Council (WFC), Rome:		
Mr. Abdou Ciss	34245	DC2-2366* Two UN Plaza

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* New York liaison office.

	Ext.	Room
Officer-in-charge of the United Nations Centre for Human Settlements (Habitat), Nairobi: Ms. Elizabeth Dowdeswell	38197	DC2-0952* Two UN Plaza
Secretary of the Committee: Ms. Margaret A. Kelley	34640	S-2963J

Third Committee

Under-Secretary-General, Director-General of the United Nations Office at Vienna and Executive Director of the United Nations International Drug Control Programme: Mr. Giorgio Giacomelli	35631	DC1-610D** One UN Plaza
Under-Secretary-General for Policy Coordination and Sustainable Development: Mr. Nitin Desai	35958	S-3060
Assistant Secretary-General for Human Rights and Secretary-General of the World Conference on Human Rights (Geneva): Mr. Ibrahima Fall	35930	S-2914A*
United Nations High Commissioner for Refugees (UNHCR), Geneva: Mrs. Sadako Ogata	36200	DC1-2610* One UN Plaza

* New York liaison office.

** New York office.

	Ext.	Room
Director of the United Nations International Research and Training Institute for the Advancement of Women (INSTRAW), Santo Domingo:		
Mrs. Margaret Shields	35684	DC1-1106* One UN Plaza
Secretary-General of the Fourth World Conference on Women:		
Mrs. Gertrude Mongella	35086	DC2-2314 Two UN Plaza
Secretary of the Committee:		
Ms. Faiha Kamal	35973	S-2963D
Fifth Committee		
Under-Secretary-General for Administration and Management:		
Mrs. Melissa Wells	38227	S-2700A
Deputy to the Under-Secretary-General for Administration and Management, and Controller:		
Mr. Yukio Takasu	31661	S-2627A
Director of Conference Services:		
Mrs. Françoise Cestac	36548	S-1527B
Director of Personnel:		
Ms. Christine Dodson	35182	S-2527A

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* New York liaison office.

	Ext.	Room
Director of General Services:		
Ms. Carole Thompson	36198	S-2127B
Secretary of the Committee:		
Mr. Joseph V. Acakpo-Satchivi	38255	S-2700F

Sixth Committee

Under-Secretary-General for Legal Affairs, the Legal Counsel:		
Mr. Carl-August Fleischhauer	35338	S-3427
Secretary of the Committee:		
Ms. Jacqueline Dauchy	35329	S-3460A

OTHER ORGANS

	Ext.	Room
Credentials Committee		
Under-Secretary-General for Legal Affairs, the Legal Counsel: Mr. Carl-August Fleischhauer	35338	S-3427
Secretary: Mr. Larry D. Johnson	35356	S-3420J
Advisory Committee on Administrative and Budgetary Questions		
Executive Secretary: Mr. Jules Corwin	37456	CB-060E
Committee on Contributions		
Secretary: Mrs. Brigitte Doring	35789	S-2770H
Ad Hoc Committee of the General Assembly for the Announcement of Voluntary Contributions to the United Nations Relief and Works Agency for Palestine Refugees in the Near East		
Secretary: Mr. John Renninger	33071	S-3760A
Ad Hoc Committee of the General Assembly for the Announcement of Voluntary Contributions to the Programme of the United Nations High Commissioner for Refugees		
Secretary: Mr. Albert Alain Peters	36200	DC1-2610 One UN Plaza

	Ext.	Room
Pledging Conference for Development Activities		
Secretary:		
Mr. Alexandre De Barros	32320	S-2977C

III. CONFERENCE SERVICES

MEETINGS SERVICES

The Office of Conference Services is responsible for providing meetings services, including interpretation, the provision of meeting records and the editing, translation, reproduction and distribution of documents.

General inquiries regarding meetings services may be made to the Director of the Interpretation, Meetings and Documentation Division (room S-1514, ext. 36542); inquiries regarding documents may be made to Documents Control (room S-1552, ext. 36594).

Programme of meetings

The Planning and Meetings Servicing Section of the Interpretation, Meetings and Documentation Division prepares, each evening, a programme of meetings for the following day. The programme is printed in the Journal, giving the conference rooms and times of meetings. Additional information may be obtained by calling the Meetings Servicing Unit (ext. 37348).

Duration of meetings

Normally, morning meetings are scheduled from 10 a.m. to 1 p.m. and afternoon meetings from 3 p.m. to 6 p.m. Extensions of meetings beyond their scheduled time require prior arrangements, that is, 24 hours' notice should be given to the Director of the Interpretation, Meetings and Documentation Division (room S-1514, ext. 36542).

Owing to the heavy demand for meetings and the limited facilities available, and particularly in view of the current financial constraints, it is essential that meetings should start on time and that the above schedule be respected to the fullest extent possible. It is also advisable to schedule related meetings consecutively whenever possible to ensure the maximum utilization of available services.

Meetings of regional groups and other informal meetings can be accommodated only if and when services originally earmarked for regularly scheduled meetings are released.

JOURNAL

The Journal of the United Nations is issued daily in English and French. During the General Assembly it is issued in Arabic, Chinese, English, French, Russian and Spanish. It contains:

(a) A programme of meetings;

(b) Agendas for individual meetings;

(c) Summaries of meetings;

(d) Announcements.

The Editor of the Journal is located in room S-1138 (ext. 33888, 36776).

INTERPRETATION

Statements made in any of the six official languages of the General Assembly are interpreted into the other official languages. Any representative may also, in keeping with rule 53 of the rules of procedure of the General Assembly, make a statement in a language other than the official languages. In such cases, the delegation in question must provide either an interpretation or a written text of the statement in one of the official languages. On the basis of this interpretation or written text, which is accepted by the Secretariat as representing the official text of the statement, it will be interpreted into the other official languages by United Nations interpreters. However, the delegation concerned should make available to the interpreter someone who knows the language in which the statement is to be delivered and the official language into which it has been translated, to guide the interpreter throughout the translated text and to ensure synchronization between the speaker and the interpreter.

Written translations of statements delivered in official languages

If written texts are provided in more than one official language, delegations should indicate clearly which of these is to be accepted as the official text. When delegations provide a written translation of their statement, they should specify on the first page of that text whether it should be "read out verbatim" or "checked against delivery" as the interpreters cannot perform both of these functions at the same time.

If delegations wish their translations to be read out verbatim, any deviations from the text on the part of the speaker, including omissions and additions, are unlikely to be reflected in the interpretation.

If delegations believe that their speaker may deviate from his text, they should opt for "check against delivery" and the interpreters will follow the speaker and not the translation. In this case, delegations should be aware that the interpretation heard by the audience will not necessarily correspond to the translation that they may have distributed to the audience and the press before or during the delivery of the statement. Delegations may therefore wish to consider whether their purposes are best served by circulating a translation in these circumstances.

Representatives who take the floor in conference rooms should bear in mind that the microphone before them is inoperative until they have been called upon to speak by the chairman. In order to ensure the best possible recording and interpretation of their speeches, they should speak directly into the microphones, clearly and not too fast - particularly when giving figures, quotations or highly technical material, and when reading from a prepared text (see also page 31).

A number of conference rooms have been equipped with new sound systems that incorporate a microphone signalling system. The operation of the system will be explained to members of the committee by the secretary at the beginning of the session.

RECORDS OF MEETINGS

Meeting records are provided for the plenary meetings of principal organs, for meetings of certain of their Main Committees and, on a limited and selective basis, for meetings of certain other bodies. Meeting records may take the form either of verbatim records (PVs) or of summary records (SRs). The records are prepared by the Secretariat and are subject to correction by delegations. However, corrections that add to or alter the sense of a statement as actually delivered cannot be accepted.

Verbatim records cover the proceedings *in extenso* utilizing interpretations for languages other than the original.

Delegates are advised that if any portion of a written statement is not actually read out, it will not appear in the record of that meeting.

Summary records cover the proceedings in a concise, abbreviated form. They are not intended to include each intervention, or to reproduce statements textually.

The provision of written records (verbatim or summary) for United Nations bodies is regulated by a number of decisions of the General Assembly and other principal organs. (The pattern of meeting record entitlements currently in force is provided in annex I to document A/INF/48/1.)

In addition, sound recordings of meetings are made and may be consulted (see page 34).

Corrections to mimeographed records

Corrections to mimeographed records should be sent, under the signature of the delegation concerned, to the Chief, Official Records Editing Section, room DC2-0794, Two United Nations Plaza, New York, NY 10017, or delivered to that office, within one week of the date of the record.

Corrections should be indicated in a memorandum and/or inserted in a copy of the record. If no memorandum is sent, the front page of the corrected record should bear the signature and title of an authorized official of the delegation concerned.

Delegations are requested to make sure that, when the corrections are made by hand, they are written clearly and that the place in which they are to be inserted is indicated precisely.

A. Verbatim records

Corrections to verbatim records (PVs) should be limited to errors and omissions in statements as actually delivered, that is, in the original language. Corrections may not be made to the text of the statements as interpreted. When a request is submitted for a correction, a check is made against the sound recording of the relevant speech.

B. Summary records

Corrections to summary records (SRs) should not cover points of style, nor include lengthy additions that would upset the general balance of the summary record.

The text of a speech should not be submitted in lieu of corrections.

Issuance of corrections

In accordance with the procedure adopted at the thirtieth session of the General Assembly, records of United Nations bodies are reissued as corrected in printed form only in certain cases. These include records of meetings of the Security Council and plenary meetings of the Economic and Social Council. For other bodies, including the General Assembly and its Main Committees, records are issued only once and approved corrections are reflected in a single corrigenda issued periodically. Only in cases of serious errors or omissions materially affecting the course of the proceedings may a correction be issued immediately. In the case of verbatim records, such exceptional corrections will be resorted to only to revise errors or omissions in the original language version of a statement. Corrections cannot be made to the text of the interpretation of such a statement. Other language versions would be brought into conformity, if necessary, with the corrected text in the original language.

PREPARED TEXTS OF SPEECHES

A minimum of 30 copies of the text of speeches to be delivered in plenary meetings and meetings of the Main Committees should be given in advance to the conference officer in order to help the Secretariat provide the best possible service. Failing this, delegations are urged, in the interest of ensuring the best possible interpretation of their statements, to provide interpreters with five copies (for interpretation into the five other official languages) before the speaker takes the floor. If delegations wish to have the text of speeches distributed to delegations, specialized agencies, observers, interpreters, record-writers and press officers, 300 copies are required.

For distribution in the General Assembly Hall, texts should be delivered to the documents counter on the left side of the Hall.

CIRCULATION OF COMMUNICATIONS

Circulation of communications in the General Assembly Hall from a delegation must be cleared in advance with the Office of General Assembly and Security Council Affairs (ext. 32332, room 3670, or ext. 37790 in room GA-208). The circulation must be done by the delegation concerned before the meeting starts.

DOCUMENTS FACILITIES

Translation and reproduction of documents

Delegations wishing to submit documents for consideration by a United Nations body should present them to the Secretary-General or to the secretary of the body concerned. The staff of Documents Control is not authorized to accept documents for translation or reproduction directly from delegations.

The categories of documents are as follows:

(a) The "General" series;

(b) The "Limited" series, the serial number of which is preceded by the letter L. This series comprises documents of a temporary nature such as draft resolutions and amendments thereto. When such documents are submitted during a meeting and are required urgently, advance versions marked "Provisional" are translated and reproduced immediately by special arrangements and distributed to participants only. Edited texts and revised translations are issued later;

(c) The "Restricted" series, the serial number of which is preceded by the letter R. This series contains only those documents the content of which requires at the time of issuance that they should not be made public;

(d) Conference room papers or working papers identified by the letters "CRP" or "WP" before the serial number. These are informal papers, in one or more languages, used in the course of a meeting or meetings and distributed only to participants and other interested recipients attending the meetings at which they are discussed. Conference room papers may later be converted into documents in the general, limited or restricted series or may have their contents incorporated into the report of the body concerned without further independent distribution.

Distribution of documents

A list of documents distributed at Headquarters is issued daily. Documentation distributed daily to delegations in accordance with stated requirements will be available for pick up at the delegations' pick-up area located at the service entrance to the North Lawn complex from 7.30 a.m. to 9.30 a.m. on weekdays.

The Delegation Station on the concourse level of the Secretariat building (room S-B1-060, ext. 37373), which is open for secondary requests during working hours on weekdays, will also be open at the weekend during the hours an official meeting is scheduled.

A limited number of documents relating to agenda items of the meetings in progress will be available at the documents counter in the conference rooms.

Special requests for distribution arrangements can be made by writing to or by calling the Chief of the Distribution Section (room NL-314, ext. 37345 or 38062).

Arrangements for automatic distribution should be made by calling ext. 37344; secondary requests should be made in person at S-B1-60 or by calling ext. 37373.

Only United Nations documents may be distributed during the meetings.

SOUND RECORDINGS

The Broadcast and Conference Engineering Unit maintains a verbatim collection of the proceedings of all plenary meetings, major commissions and committees.

Copies of sound recordings are available on sale. Orders are accepted by the Sound Archives Sub-Unit (room GA-13C, ext. 37658 or 30673).

ARCHIVES

The Archives Section is located at 345 Park Avenue South, New York, NY 10010, where the non-current records and archives of the United Nations and of certain other agencies may be consulted, subject to regulations governing access to them (reference and information, ext. 38681 and 38682).

IV. MEDIA, PUBLIC AND LIBRARY SERVICES

OFFICE OF THE SPOKESMAN FOR THE SECRETARY-GENERAL

The main press services are located on the second, third and fourth floors of the Secretariat building:

	Ext.	Room
Director, Spokesman for the Secretary-General:		
Mr. Joe Sills	35128	S-0378
Deputy Spokesman:		
Mr. Ahmad Fawzi	34890	S-0378
Press inquiries	37160	S-0378
Central Press Desk	37211	S-0275
Accreditation of correspondents and tickets to open meetings	36934, 36936, 36937	S-0250

Press conferences

Requests for press conferences should be addressed to the Office of the Spokesman for the Secretary-General (room S-0378, ext. 37160).

The Spokesman for the Secretary-General holds a background briefing at 12.30 p.m. daily in room S-0226 for press officers of delegations.

Services to correspondents

Daily press briefings are given at noon in room S-0226 by the Spokesman for the Secretary-General.

Other services to correspondents in the press area on the second and third floors include: assistance from the Spokesman for the Secretary-General and his staff; assistance from the Media Accreditation and Liaison Unit in the provision of tickets for seats in the press galleries (room S-0250, ext. 36934, 36936 and 36937); distribution of press releases, official documents and access to delegation press releases that are made

available at the press distribution centre (room S-0390, ext. 37165); and announcements of briefings and press conferences through the paging system.

Working facilities for correspondents are provided in the press areas on the third and fourth floors. Cable and telex offices are located on the third floor.

Press releases, distribution of speeches

The Media Coverage Section prepares and issues on the same day press releases in English and French on most open meetings held at United Nations Headquarters. In addition, releases are issued on United Nations conferences and meetings held in other parts of the world. These releases, which are prepared for the use of information media and are not official records, also contain background information. They are also made available at the 60 United Nations information centres around the world.

Accredited correspondents may obtain press releases from the press release distribution desk in the press working area on the third floor of the Secretariat building (ext. 37165). Delegates may obtain press releases, as available, through Documents Distribution (ext. 37373). Delegations desiring to make texts of speeches or press releases available to information media should bring the following: 150 copies to the press release distribution desk (room S-0390) for distribution to accredited correspondents. As soon as received, the availability of the texts will be announced through the press paging system. Texts of speeches or delegation press releases must be issued under the letterhead of the mission responsible and, for the convenience of correspondents, should be dated.

Information material on human rights, economic and social subjects, Palestine, apartheid, peace-keeping, peacemaking and other items is produced by various sections in the Promotion and External Relations Division. This material, which includes press features, brochures, booklets, and

information kits, is normally available in the same manner as the press releases mentioned above. For further information, call ext. 31258.

Publications

The UN Chronicle, currently published quarterly in the six official languages, covers all major actions of the Security Council, the General Assembly and other United Nations parliamentary bodies; peace-keeping operations; news of human rights and economic and social development; and environmental and other issues. Information regarding the UN Chronicle may be obtained from room DC1-0530 (ext. 38262).

The Yearbook of the United Nations is a major reference work that covers virtually all significant developments related to United Nations political and security questions, economic and social development issues, and administrative and budgetary matters, as well as activities carried out by specialized agencies and other intergovernmental organizations related to the United Nations. Among other features, the Yearbook provides detailed information on the principal organs of the United Nations and their subsidiary bodies, a roster of United Nations members, a list of United Nations Information Centres and services, and the text of the Charter of the United Nations. For information regarding the Yearbook of the United Nations, call ext. 38280, room DC1-0532.

Development Business, a twice-monthly publication in a newspaper format, provides technical information to companies interested in monitoring and participating in international bidding on projects financed by the World Bank, the African Development Bank, the Asian Development Bank, the Inter-American Development Bank, the European Bank for Reconstruction and Development and the United Nations system. In addition to technical data, Development Business provides news coverage of business opportunities in developing countries and reports on the United Nations and the development banks. In addition to the newspaper, Development Business offers its subscribers access to an on-line computer

and telex service, called Scan-a-Bid, for those who want to receive project and bidding information faster. Development Business is located in room DC1-0560. For further information and sample copies, call ext. 31515.

RADIO, FILM AND TELEVISION SERVICES AND FACILITIES

The offices of the Media Division are on the eighth floor of the Secretariat building and in the first basement of the Conference building. The studios are located principally in the basement of the General Assembly building. The radio news desk is on the eighth floor of the Secretariat building (room S-0890, ext. 37201). The audio library is in the General Assembly building (room GA-027, ext. 34186). Television bookings may be made in room CB-056, ext. 37650. Radio bookings may be made in room CB-058, ext. 37458.

Radio services to delegations

The Radio Section can assist delegates who wish to record reports or interviews about their work at the United Nations. For studio bookings to make recordings, contact the Chief of the Radio Section (room S-890A, ext. 33407).

For radio studio availability, contact the Production Facilities Unit (room CB-58, ext. 37458).

Audio recordings of statements made at the meetings of the Organization's main organs are available at the Audio Materials Library (room GA-27A, ext. 39270).

Services to radio and television correspondents

The Division provides facilities for accredited correspondents to transmit news dispatches and programmes on the work of the United Nations. When facilities are available, it arranges for the use of studios and engineers for radio and television journalists. It enables correspondents to hear and use extracts recorded during meetings and otherwise extends to media correspondents all possible assistance.

For information on accreditation, apply to the Chief of the Media Accreditation and Liaison Unit (room S-0250, ext. 36934). For information on facilities and studio bookings, call the Production Facilities Unit: radio (room CB-58, ext. 37458); television (room CB-56, ext. 37650).

United Nations programmes

The Radio Section provides broadcasting organizations, at their request, with material from meetings of the General Assembly and the Security Council. The Radio Section also prepares programmes in 19 official and non-official languages on the work of the United Nations and the specialized agencies. These programmes, consisting of news bulletins, news magazines, interviews, features and documentaries, are recorded and used by broadcasting organizations in some 160 countries. For further information apply to the Chief of the Radio Section (room S-0850B, ext. 33407).

Television services to delegations and television organizations

United Nations Television covers meetings of the General Assembly, the Security Council, press conferences and other events. This coverage is available for sale to delegations and broadcasters. Arrangements can be made for transmission by satellite. When available, facilities for interviews and statements may also be arranged. Requests should be made in advance with the Production Facilities Unit (room CB-56, ext. 37650).

The Department of Public Information also produces its own documentaries and television programmes on United Nations activities (for information apply to room S-0845, ext. 36953).

Services to newsreel and television representatives

Within the limited space available, accredited correspondents of the visual media may be granted booth positions for covering meetings and other events. Arrangements for such coverage (and also for filming in other locations) should be made in advance

with the Media Accreditation and Liaison Unit (room S-0250, ext. 33866 and 36937).

The Visual Materials Library is the depository of 35 mm and 16 mm archival footage from 1945 and video footage since 1985. Out-takes from numerous United Nations film and video productions are available for the preparation of documentaries and non-commercial productions worldwide. Royalties, transfer and screening fees are collected as applicable; shipping and messenger costs are also borne by the requestor. For information, apply to the Visual Materials Library (room S-805, ext. 37318 and 37319).

Liaison and accreditation

	Ext.	Room
Film/Television Correspondents and Crews	36934	S-0250
Film/Television Liaison Officer	36937	S-0250

Screenings

Films and television programmes produced by the United Nations and the specialized agencies may be screened in the projection theatre, for which bookings are made in room CB-075 (ext. 37453).

PHOTO SERVICES AND FACILITIES

The offices are located as follows:

	Ext.	Room
Media Accreditation and Liaison Unit	36937	S-0250
Photo library and distribution	36927	S-0805

Services to professional photographers

Accreditations, information material, access to meetings as available and briefings on United Nations activities in the field are provided to professional photographers.

Official photographs

The photo library contains official photographs of United Nations meetings, United Nations delegates and officials, development programmes, peace-keeping operations and photographs highlighting themes of concern to the world community. Black and white prints (8" x 10") are available for reproduction by information media if used in a United Nations context and not for advertising; there is a $7 charge for the first print and $1 for each additional print from the same negative ordered at the same time. Colour prints (8" x 10") are $15 each and colour transparencies (slides) are $5 each. Inquiries regarding additional photographic services may be made to the Photo Unit, ext. 32911.

SERVICES PROVIDED BY UNITED NATIONS INFORMATION CENTRES

A number of services provided by the individual offices at Headquarters are also available in the Member States. In 60 countries around the world the United Nations has an information centre that serves the country or region. The information centre makes documents, press releases, publications, audio and visual products, photos, graphics and other information material available to the media, government officials, non-governmental organizations and educational institutions of the host country. In order to enhance knowledge of the United Nations system, the information centres also produce newsletters and press releases, collaborate with local radio and television broadcasters and organizations, and arrange meetings, briefings, speaking engagements and celebrations of United Nations Day and other observances. More information on the services of the information centres can be obtained by contacting the desk officers in the Information Centres Division: Africa: Mr. Abdou Traore (ext. 36839); the Americas: Ms. Marian B. Awwad (ext. 36844); Asia and the Pacific: Mr. Yousef Hamdan (ext. 30082); Europe: Ms. Paula Refolo (ext. 36867).

SERVICES TO NON-GOVERNMENTAL ORGANIZATIONS

The Non-Governmental Organizations Unit of the Department for Policy Coordination and Sustainable Development (room DC2-2340, ext. 34843 and 34846) acts as the focal point for NGOs in consultative status with the Economic and Social Council.

The Institutional Relations and Non-Governmental Organizations Section, of the Promotion and External Relations Division of the Department of Public Information (room U-103, ext. 32394), organizes an annual conference for NGOs on a major United Nations theme, usually in September. A weekly briefing and audio/visual programme for accredited NGO representatives is organized each Thursday morning, except in July and August. An annual orientation course for NGOs and workshops, round tables and seminars are sponsored in cooperation with NGO committees. The NGO Resource Centre (room U-104, 801 United Nations Plaza, ext. 37234, 37078, 37233) provides NGOs with information, United Nations documents and press releases, accreditation and a calendar of United Nations and NGO activities.

SERVICES TO EDUCATORS

The Special Programmes Section of the Department of Public Information's Promotion and External Relations Division produces educational video programmes, teaching manuals, and an annual student leaflet for use in primary and secondary schools. (A series about the United Nations educational video and teaching guides is available from the United Nations Bookstore.) It also maintains liaison with professional organizations and specialized agencies on educational and other programmes, and is responsible for the annual Training Programme for Broadcasters and Journalists from Developing Countries.

SERVICES TO VISITORS

Services to visiting groups

The Group Programme Unit (room GA-060, ext. 37710) arranges for groups visiting United Nations Headquarters to attend meetings and special briefings. It also screens United Nations films for visitors, schedule permitting. Besides filling requests for Secretariat officials to brief groups at Headquarters, the Unit also arranges for speakers from the United Nations to address groups elsewhere in North America.

Briefings by delegations

In view of limitations of space, it is advisable for delegations wishing to address visiting groups on their country's role in the United Nations to contact the Group Programme Unit as far in advance as possible to request conference rooms. It should be noted that the availability of such rooms is always dependent on the schedule of official meetings.

Answers to public inquiries

The Public Inquiries Unit (room GA-057, ext. 34475) handles inquiries received by mail, by phone, and in person from the general public, as well as delegations and government offices, businesses, educators, non-governmental organizations, media and others. The staff answer questions and provide information material on the work of the United Nations and that of the programmes and agencies of the entire United Nations system in the form of documents, publications, pamphlets, posters and related items as well as educational materials prepared by the Unit.

LIBRARY

The Dag Hammarskjöld Library, which is dedicated to the memory of the late Secretary-General Dag Hammarskjöld, occupies the three-storey building (with another three levels below ground) on the south side of the Headquarters site. The Library is open Monday to Friday and observes the same working hours as those of the Secretariat.

The Library, with a staff of 130, supplies the permanent missions of Member States, the delegations and the Secretariat of the United Nations with information and publications needed for the performance of their work. The Library maintains the following collections:

United Nations documents and publications	Complete collection
League of Nations documents and publications	Comprehensive collection
Specialized agencies documents and publications	Extensive collection
Government documents and publications of Member States	Extensive collection
Books about the United Nations (including doctoral dissertations)	Extensive collection
Publications on issues of current and continuing interest to the United Nations (including 150 newspapers, 14,500 serials and 80,000 maps)	Large collection

Reading rooms are located on the following three floors:

Room L-201	Woodrow Wilson Reading Room: League of Nations, United Nations and specialized agencies collections
Room L-105	General reference reading room
Room L-B1-10	General collection reading room: newspapers, serials, etc.

The Library has two specialized branch libraries: the Legal Library, located in the Secretariat building (room S-3455), and the Statistical Library, located in the UNDC 2 building (room DC2-1143).

Inquiries may be made in person, by telephone or by fax (212-963-0077) to each of the following service points:

	Ext.	Room
Head Librarian	37443	L-382A
Service points:		
League of Nations, United Nations and specialized agencies		
Reference	37412	L-201
Loan service	37422	L-260
General Collection (Government documents, newspapers, serials, etc.)		
Reference	37394	L-105
Loan service	37390	L-B1-10
Interlibrary loan	30521	L-105
Map Library		
Reference and loan service	37425	L-282

	Ext.	Room
Legal Library		
Reference and loan service	35372	S-3455
Statistical Library		
Reference	38727	DC2-1143
Loan service	38728	DC2-1143

Access to the United Nations Bibliographic Information System (UNBIS) and to various external databases such as NEXIS (including The New York Times) is available. For information about the content of these databases and the procedure for requesting an external computer search, please call ext. 37416 (room L-221B).

Information on United Nations documentation available in microform may be obtained in room L-221C (ext. 37417).

V. FACILITIES AND SERVICES FOR DELEGATIONS

DELEGATES' CLOAKROOMS

A cloakroom is available to delegates. It is located in the General Assembly building to the left of the delegates' entrance on the first floor. The United Nations is not responsible for money, jewellery, negotiable papers and other valuables left in cloakrooms. Such valuables should be removed from articles to be deposited.

Self-service facilities are also available in various locations; the United Nations is not responsible for articles left in these areas and signs to this effect are posted.

DELEGATES' LOUNGES

The delegates' north lounge, snack bar and south lounge bar are located on the second floor of the Conference building. The north lounge bar is open from 11 a.m. to 8 p.m. and the snack bar from 10 a.m. to 5 p.m. Monday to Friday. During sessions of the General Assembly the Viennese Coffee Bar in the S-B-1 conference area is open from 10 a.m. to 5 p.m. Monday to Friday.

During the forty-eighth session of the General Assembly, members of delegations are asked not to invite to the Delegates Lounge persons other than those holding valid United Nations identification.

Payment for service should be made by cash. Credit cards are accepted in the north lounge bar only.

The opening of the south lounge bar is contingent upon meetings of the General Assembly and the Security Council. During sessions of the General Assembly the lounge bar is open from 11 a.m. to 7.30 p.m. Monday to Friday.

DINING-ROOM AND CAFETERIA FACILITIES

Delegates' dining-room

The hours of service are from 11.30 a.m. to 2.30 p.m. The limited accommodation does not permit the reservation of tables permanently or for the duration of the General Assembly. Members of delegations should make reservations by telephone each morning (ext. 37625 or 37626). Reservations cannot be held for more than 15 minutes after the appointed time or the adjournment of the meeting, whichever is later. Daily menus are posted on the bulletin board near the elevator at the entrance to the dining-room.

Payment for service should be made by cash or credit card. Personal cheques are not accepted.

Separate dining-rooms, which may be reserved for parties of 10 guests or more, are available for private luncheons. In order to ensure availability of these facilities, delegation members are requested to make reservations two weeks in advance. Menus and other arrangements required should be coordinated with the United Nations Catering Service (ext. 37098 or 37099).

Children under 10 years of age cannot be accommodated in the delegates' dining-room. Patrons are not permitted to take photographs. Proper attire is required at all times.

Delegates wishing to hold evening receptions or functions at Headquarters should make the necessary arrangements through the United Nations Catering Service (ext. 37098).

When formal invitations are to be sent out, all arrangements should be made as far as possible in advance of the function. Invitation cards should stipulate that guests are required to present their cards at the visitors' entrance and then to pass through the magnetometer. Guests will also be required to present their invitation cards at the entrance to the reception room. A list of the guests should be submitted to the Chief, Security and Safety

Service (room C-107), well in advance of the reception.

Cafeteria

Location: first floor, south annex, south side of the Secretariat building. Hours of service are from 8 a.m. to 9 p.m. Monday to Friday; during sessions of the General Assembly, it will remain open until 10 p.m. Breakfast is served from 8 a.m. to 10 a.m.; lunch from 11 a.m. to 3 p.m. Light snacks, salads and pizza are available between 3 p.m. and 9 p.m. Dinner is served from 5 p.m. onwards, and the menu includes daily specials, pasta and dishes from the grill. The cafeteria is open on Saturday from 9 a.m. to 3 p.m.; during sessions of the General Assembly, it will remain open until 5 p.m. The cafeteria is closed on Sunday.

Staff café

The staff café is located on the fourth floor of the Secretariat building. Hours of service are from 12 noon to 3 p.m. Monday to Friday. It is closed on weekends and on United Nations holidays.

Vending machine area

Food-vending machines are available on the third floor (ex-Press Bar) of the General Assembly building. The area is open 24 hours a day, seven days a week.

United Nations Press Club

During sessions of the General Assembly the Press Club, located on the third floor of the Secretariat building, is open for snacks from 9 a.m. to 4.30 p.m. Monday to Friday.

Public Coffee Shop

The Public Coffee Shop is located on the concourse level of the General Assembly building. Hours of service are from 8.30 a.m. to 4.30 p.m., seven days a week.

DELEGATES' GUESTS

Unaccompanied guests or visitors wishing to meet a delegate in the United Nations Headquarters will be directed to the visitors' entrance located at 46th Street and asked to pass through a security screening area before admission to the General Assembly or Conference buildings. To facilitate the screening of guests of members of delegations, a magnetometer, separate from that used to screen tourists, has been set up. Members of delegations will be expected to accompany their guests at all times while on the premises and escort them back to the visitors' lobby at the time of their departure. Guests will be expected to deposit a photo identification, which can be retrieved prior to leaving the visitors' lobby. Staff on duty at the desk will make arrangements for contacting the delegate.

DELEGATES' TYPISTS' ROOMS

Typists' rooms are available at the following locations on the second floor in the Conference building: rooms C-211A and C-211B.

In the event that a United Nations typewriter requires repair, delegates are requested to advise the responsible official (ext. 36262).

PHOTOCOPIER FOR DELEGATES' USE

A photocopier for the use of delegates is available in the General Assembly Hall, by the west wall near the Documents Distribution counter.

SOUND REINFORCEMENT SYSTEMS

Written requests for sound reinforcement systems (microphones, amplifiers, loudspeakers, etc.) should be directed to the Broadcast, Conference and Engineering Unit (room CB-075, ext. 37452 or 30671).

VIDEO PROJECTIONS

Multi-standard VCRs, television sets and video projectors, as well as slide projectors, can be provided on a first-come, first-served basis. Owing to the limited amount of equipment available, 72 hours' advance notice is required. Written requests for these audio-visual support equipment should be directed to the Broadcast, Conference and Engineering Unit (room CB-075, ext. 37452 or 30671).

MAIL AND MESSENGER SERVICES

Delegations are requested to deposit with the Incoming Mail Unit (room B3-02) any official correspondence intended for distribution to the Secretariat.

Messenger service within the Headquarters buildings is available through the delegates' aide in the delegates' north lounge, where outgoing mail may also be deposited. During meetings, messenger service may be obtained through the conference officer.

TELEPHONE AND TELEGRAPH SERVICES

Telephone

The main listed number of the United Nations is 963-1234. Direct calls from outside the United Nations to staff and services can be made by dialling the exchange 963 (preceded by the area code 1-212 if required) followed by the correct four-digit extension as listed in the United Nations telephone directory. Direct internal calls can be made by dialling the access code "3" plus the last four digits shown in the directory.

It should be noted that staff of the United Nations Development Programme (UNDP), the United Nations Population Fund (UNFPA) and the United Nations Children's Fund (UNICEF) are on different exchanges. Direct calls from outside to UNDP staff may be made by dialling the area code, if necessary, exchange 906 + the four-digit extension. The exchange number for UNFPA is 297 and that for UNICEF is 326.

Arrangements have been made for personnel on the 963 exchange to dial direct to UNDP and UNICEF. Direct internal calls may be made to UNDP by dialling the access code "4", waiting for the dial tone and then dialling the four-digit extension. Direct internal calls may be made to UNICEF by dialling the access code "5", waiting for the dial tone and then dialling the four-digit extension. There is no access code for UNFPA. Direct internal calls to UNFPA may be prefixed by the number "9". For example, a call made to UNFPA from the Secretariat building would be made by dialling 9 + 297 + the four-digit extension. If the extension is not known, the operator on "0" will provide the number. In the case of an outside call, the operator will switch the call to the person required, except for calls to UNFPA, which cannot be switched.

The number of the Information Desk in the Delegates' Lounge is 963-8902 or 963-8741. Incoming calls to the Delegates' Lounge are answered by the Information Desk and delegates will be paged on the loud-speaker system. An operator is available at the console to assist delegates in placing long-distance calls. Such calls may also be placed from booths located in the Delegates' Lounge or in the conference areas by dialling "0" to reach the operator. Local calls may also be made from these booths or from the house telephones available in the Delegates' Lounge by dialling "9" and the telephone number.

Telegraph

The following communications carriers, which provide telex and cablegram services for worldwide communications, have their offices situated on the third floor of the Secretariat building:

ITT World Communications, Inc. (room S-0342, ext. 37138)
MCI International, Inc. (room S-0344, ext. 37142)

UNITED NATIONS POSTAL ADMINISTRATION

Philatelic sales

United Nations stamps may be purchased for both postage and philatelic purposes at the UNPA sales counter on the concourse level of the General Assembly building (ext. 37698). The sales counter is open from 9.30 a.m. to 5.30 p.m. seven days a week, except when the Headquarters building is closed to the public. Facilities for posting mail are available at this counter. The United Nations Postal Administration operates a philatelic office in room DC2-0615 (ext. 37684), which services mail orders for stamps and other philatelic items. United Nations stamps are issued in three currencies, namely, United States dollars, Swiss francs and Austrian schillings and are valid for mailing only from United Nations Headquarters, New York, the Palais des Nations, Geneva, and the Vienna International Centre, respectively.

During 1993 the United Nations Postal Administration will issue new stamps on the following themes and dates:

5 February	- Ageing: dignity and participation
3 March	- Endangered species
7 May	- Healthy environment
11 June	- 1993 Human rights series
21 September	- Peace
29 October	- Environment - climate

Schedules are tentative and subject to title and date changes.

Post Office

A sub-branch of the United States Post Office is located on the concourse level in room S-B1-26 (ext. 37353) and is open from 9 a.m. to 5.30 p.m. Monday to Friday. The services provided are the usual postal services for private or official delegation mailings, including parcel post, air mail, registered and insured mail, international and domestic money orders, information about postage rates and regulations concerning entry or dispatch of

parcels to and from various countries. All mail must bear United Nations stamps in United States denominations. Mail with United Nations stamps affixed may be deposited at the delegates aides' desk in the north lounge or dropped into the letter chutes in the Secretariat building for collection by messenger and onward dispatch by the Post Office.

PARKING

The Garage Administration will schedule delegations to apply for and pick up the decals. Application entails submitting a valid vehicle registration and the applicant's valid grounds pass to the Garage Administration in room S-B1-01 (ext. 36212, 36213 and 35567). Only one decal will be issued per delegate for use on a vehicle with "D" plates only. Decals will be issued only to members of delegations duly accredited to the United Nations.

Applications for decals from observer State missions, intergovernmental and other organizations listed in chapters III, IV and V of the "Blue Book" must be submitted to the Protocol and Liaison Service and thereafter to the Garage Administration for appropriate action. The issuance of parking decals to observer State missions, intergovernmental and other organizations will be limited to persons enjoying diplomatic status.

Vehicles with "S" plates registered in the name of mission staff will not be authorized to park in the United Nations compound.

Permanent Missions may apply for a temporary identification decal (orange) for the forty-eighth session of the General Assembly for vehicles rented for accredited delegates from established and bona fide companies for use of visiting dignitaries and diplomats officially attending meetings during the session. Application forms may be obtained from the Garage Administration (room S-B1-01) and thereafter submitted to the Protocol and Liaison Service (room S-0201).

Parking decals must be displayed prominently and be clearly visible to security officers and Garage Administration staff at entry points and while the vehicles are on the premises. Vehicles not having or displaying a valid decal are liable to be towed off the premises.

Decals that were issued for vehicles that are no longer in use or those issued to delegates who have since left Headquarters must be returned to the Garage Administration (room S-B1-01).

In accordance with part II of General Assembly resolution 39/236, parking privileges of any delegate whose parking fees are in arrears by more than three months will be suspended as of September 1993. Privileges will be restored once the arrears have been paid in full.

Delegation cars bearing United Nations diplomatic plates and identification decals valid for the current session of the General Assembly may be parked on the first level and in a designated area at the southern end of the second level of the garage without charge while representatives are on official business. They may be parked in the garage overnight at the rate of $2.50 per night. Invoices for this service are sent to delegates and to delegations shortly after the end of every month. These invoices are due upon receipt and should be settled by cheque paid to the order of "United Nations" and sent to the United Nations Garage Administration (room S-B1-01, ext. 36212, 36213 and 35567).

Chauffeurs' document pick-up passes do not constitute authorization to park in the garage. Drivers who hold such passes can only enter through 48th Street and temporarily station their vehicles in the service drive. Vehicles with document pick-up passes parked in the garage are also liable to be towed.

Entrance to the grounds

Vehicular access through the Secretariat entrance located on First Avenue will be restricted solely to the vehicle, identified by a special sticker, of the Permanent Representative. All occupants riding in the car will be required to display valid United Nations identification cards. In order to reinforce safety measures, temporary stationing of the vehicle of the Permanent Representative in the Secretariat circle will be limited to clearly marked parking areas. All other vehicles bearing a decal will be required to enter through the 48th Street service drive.

Access to the garage

Chauffeur-driven cars identified by special stickers issued to Permanent Representatives may use the ramp at the 43rd Street entrance for access to the garage.

Chauffeurs should remain in the ready room, located in the first garage level while on call by delegates. The security officer at the delegates' entrance of the General Assembly building pages chauffeurs whenever they are required.

Liability for loss and damages

In arranging for parking facilities to be available, the United Nations seeks to accommodate delegations. Garage users are warned that incidents of theft and vandalism have occurred inside the garage, as it is not possible to have all vehicles under surveillance all the time. The United Nations does not warrant or promise the safety of vehicles or property left in the garage, and users acknowledge and accept that the United Nations cannot guarantee the safety of any vehicles, or property inside them, left in the garage.

AUTOMOBILE SERVICE STATION

The service station is located in the third basement area of the garage, between the loading platform and the entrance to the garage, and is open from 8 a.m. to 5 p.m. Monday to Friday. Appointments may be made by telephone (ext. 37238) or in person.

Only vehicles with authorization to park (with diplomatic plates and/or diplomatic decal or with the purchase of parking tickets in the case of other diplomat-owned vehicles) may be driven in for servicing. An overnight parking ticket should be purchased for vehicles that have to remain in the garage for further servicing beyond the paid (day-time ticket) parking segment.

LOCAL TRANSPORTATION

The United Nations does not provide cars for delegations. It is suggested that delegations requiring local transportation make their own arrangements with local firms.

REIMBURSEMENT OF TRAVEL COSTS

Delegations entitled to reimbursement of transportation costs may submit claims on form F-56 (Reimbursement voucher for official travel of representatives of Member States). Such claims should be accompanied by bills, vouchers, ticket stubs or other pertinent information, in accordance with the provisions of the Rules Governing Payment of Travel Expenses and Subsistence Allowances in Respect of Members of Organs or Subsidiary Organs of the United Nations (ST/SGB/107/Rev.6 of 25 March 1991). If requested, the United Nations would arrange transportation, wherever possible, from the capital city of a Member State to the place of meeting; for this purpose, delegations should use form PT.137 (Transportation services to delegations). Both forms may be obtained from and returned to the Executive Office of the Department of Administration and Management (room S-2112, ext. 30778). Completed forms should be signed by the head of the delegation (or his/her designated representative).

In accordance with General Assembly resolution 41/213, reimbursement of travel costs for the General Assembly (one first-class and four economy-class tickets per entitled delegation) is limited to representatives of least developed countries.

In accordance with General Assembly resolution 45/248, all permanent representatives of Member States accredited to the United Nations will be provided with business-class tickets whenever they are invited to travel on official United Nations work. In cases where travel expenses are paid by the United Nations, General Assembly resolution 45/248 also provides that business-class tickets will be issued to all members of organs or subsidiary organs of the United Nations for journeys exceeding nine hours.

TRAVEL FACILITIES

The official travel agency of the United Nations in New York, American Express, located in room S-2008, ext. 36280, will assist delegations, to the

extent possible, in making travel arrangements, ticketing and hotel reservations. The office is open from 9 a.m. to 6 p.m.

CITY LIAISON AND LEGAL ASSISTANCE

The New York City Commission for the United Nations, Consular Corps and International Business is an agency of the Mayor's office whose purpose is to assist the foreign diplomatic and international business communities in resolving diverse problems - legal, commercial, educational and general household and personal matters connected with living in New York. The City Commission distributes kits with valuable information on New York City to newly arrived diplomats. It is also the official liaison between the City Government and the United Nations.

Further information about these activities may be obtained from the City Commission (telephone: 319-9300). The office is located at Two United Nations Plaza, 27th floor.

HOSPITALITY

The Hospitality Committee for United Nations Delegations, Inc., is a private self-supporting and non-political organization devoted to helping delegates and their families feel welcome in New York and the surrounding area. Volunteers arrange hospitality in American homes and visits to such places of interest as museums, schools, hospitals, courts, private art collections and the Stock Exchange. They assist delegates with recreational matters as well as personal and household problems. They offer classes in English. Complimentary tickets to cultural and sporting events are sometimes available.

Information about these activities may be obtained from room GA-101 (ext. 37182, 37183 or 38751).

BANKING FACILITIES

The Chemical Bank is situated in the Secretariat building at the south end of the fourth floor. The hours are from 8.30 a.m. to 3.30 p.m. Monday to Friday (telephone: 223-4322, or from within the building, ext. 37108 or 37109).

The Bank also maintains a branch on the ground floor of the UNDC 1 building (First Avenue at 44th Street). The hours are from 9 a.m. to 3 p.m. Monday to Friday (telephone: 688-9393).

Chemical Bank cash machines are available for use to holders of Chemical Cash cards, 24 hours a day, seven days a week, on the fourth floor of the Secretariat building, and outside the bank on the corner of First Avenue and 44th Street. In addition, this card can be used in over 18,000 NYCE®, MAC® and CIRRUS® cash machines throughout the United States and Canada for balance inquiries and cash withdrawals.

Delegates may also utilize the three cash machines (ATMs) of the United Nations Federal Credit Union (UNFCU), which are in the following locations: Secretariat building, first floor; and UNDC 2 building, third floor. These machines are available 24 hours a day, seven days a week. A third ATM, located in the Credit Union's branch office on the fourth floor of the Secretariat, is available from 8.30 a.m. to 4 p.m. Monday to Friday. All three machines can be used for balance inquiries and cash withdrawals and accept the following cards: UNFCU CashCard, NYCE®, CIRRUS®, VISA®, Mastercard®, PLUS®, American Express "Express Cash"®, Discover®, Pulse® and HONOR®.

NEWSSTAND

There is a newspaper and confectionery stand in the lobby of the Secretariat building, which is open from 8 a.m. to 5.30 p.m. Monday to Friday and closed on weekends and holidays.

BOOKSHOP

Over-the-counter services are available at the United Nations bookshop located in the basement of the public lobby at the north end of the General Assembly building. The bookshop has on sale publications of the United Nations as well as of specialized agencies. Postcard views of the United Nations buildings, photographs and other visual information material are also on sale. Subscription orders for various United Nations periodicals will be taken at the bookshop. Delegates are entitled to discounts on purchases made at the bookshop.

For the convenience of delegations, a special room has been set aside for them in the bookshop.

SALE OF PUBLICATIONS

Written orders for United Nations sales publications (including microfiches) should be addressed to the Sales Section (room DC2-0853).

MEDITATION ROOM

The meditation room is located in the north-west end of the entrance level of the General Assembly building.

DELEGATES' QUIET ROOM

There is a quiet room for delegates in the delegates' south lounge on the second floor, Conference building.

UNITED NATIONS GIFT CENTRE

The Gift Centre is located on the concourse level of the General Assembly building. Objets d'art, handicrafts, costume jewellery, souvenirs, United Nations medals and flags of Member States are on sale. Delegates are entitled to a 20 per cent discount on all purchases upon presentation of valid United Nations identification. The Gift Centre is open seven days a week from 9 a.m. to 5.15 p.m. It is closed on weekends during January and February.

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GENERAL ASSEMBLY HALL

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